

Attachment A

MTC

FY 2008 – 2009

ANNUAL ANTICIPATED DBE PARTICIPATION LEVEL

DRAFT Report

June 25, 2008

I. INTRODUCTION

The Metropolitan Transportation Commission (MTC) hereby submits its FY 2008-2009 Disadvantaged Business Enterprises (DBE) Annual Anticipated DBE Participation Level Draft Report (“the AADPL Report”). This report was prepared in accordance with 49 CFR Part 26, Subpart C - Participation by DBEs in Department of Transportation (DOT) Financial Assistance Program, Goals (“the Regulations”) for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) third party federally-funded contracts, and with the wholly race-neutral DBE program adopted by the California Department of Transportation (Caltrans) on May 1, 2006.

A. Summary of Availability Setting Analysis and Methodology

The proposed DBE availability is based on new contracting opportunities available in FY 2008-09. This methodology includes an assessment of: (1) the number, type, and total dollar value of all federally-assisted contracting opportunities; (2) a two-step process prescribed in the Regulations consisting, first, of development of a base figure indicating the availability of DBE contractors/subcontractors relative to all businesses that are ready, willing, and able to participate (referred to as “relative availability of DBEs”), followed by an adjustment of the base figure, based on regional circumstances, to develop an overall DBE availability for each funding source; and (3) a description of the use of race-neutral methods utilized to reach the availability level.

B. Summary of Overall Availability

In summary, the FY 2008-09 Overall Annual DBE Availability for new contracting opportunities:

Funding Source	New Federally-Funded Third Party Contracts	Overall Annual DBE Availability	Projected DBE Availability
MTC-FHWA	\$26,676,311	4.78%	4.78%
MTC/SAFE-FHWA	\$350,000	1.63%	1.63%
MTC – FTA	\$1,779,627	1.70%	1.70%

C. Federally-Assisted Contracting Opportunities

MTC’s new FY 2008-2009 contracting opportunities using MTC-FHWA, MTC/SAFE-FHWA, and MTC-FTA funds are included as Attachment A-1.

II. ESTABLISHMENT OF BASE FIGURES FOR RELATIVE AVAILABILITY OF DBE's

A. Local Market Area

After examining relevant available evidence, MTC identified the local market area as: 1) the area where the substantial majority of the contractors and subcontractors with which MTC does business is located, and 2) the area in which MTC spends the substantial majority of its contracting dollars. The local market area is the 9-county Bay Area including Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma counties.

To determine the number of firms (both DBEs and non-DBEs), MTC included the number of firms included the Census Bureau's 2002 Economic Census Geographic Area Series for California using relevant NAICS Codes. To determine the relative availability of DBE firms, MTC utilized the official statewide DBE database from the California Uniform Certification Program (UCP) using the same NAICS codes and included DBE firms located or available to work within the local market.

B. Options for Determining Base Availability Figure.

Title 49 CFR Section 26.45 provides five options for determining the Base Figure or percentage of the overall federally-funded contracts that should go to DBEs if there was a level playing field: (1) use of DBE directories and Census Bureau data; (2) use of a bidders' list; (3) use of data from a disparity study; (4) use of the goal of a similar recipient; and (5) alternative methods based on demonstrable local market conditions.

(1) Use of DBE directories and Census Bureau data

On March 13, 2002, U.S. DOT approved the California Unified Certification Program (UCP). The UCP is the official statewide DBE database of firms certified to conduct business throughout California. The UCP provides the information necessary to determine the number of ready, willing, and able DBE firms that could potentially participate in upcoming contract opportunities. The U.S. Department of Commerce, Bureau of the Census, 2002 Economic Census Geographic Area Series for California information provides data necessary to determine the total number of all firms (DBEs and non-DBEs) ready, willing and able to bid on contracts.

(2) Use of a Bidders' List

The Regulations (Section 26.11) require the establishment of a Bidders' List that reflects the actual availability of DBEs based on their participation or attempted participation in previously awarded MTC contracts. The Bidders' List is a very focused measure of firms "ready, willing, and able" to bid on MTC projects (see Section 26.45(b) of the Regulations), in that it requires a demonstration of the firms' desire and ability to participate in the competitive selection process through submission of a proposal.

(3) Use of data from a disparity study

Caltrans has conducted a state-wide disparity study covering the contracting opportunities it funds, completed in June , 2007. The study has been submitted to FHWA for review and approval. Caltrans has instructed its subrecipients to continue to follow other means of determining availability, pending approval of its study by FHWA. A number of Bay Area transit operators are in the process of conducting disparity studies, as well.

(4) Use of the goal of another DOT recipient

MTC is not aware of any other DOT recipient whose functions and contracting opportunities permit an analogy in terms of relative availability of DBEs. MTC is the single metropolitan planning organization for the San Francisco Bay Area. No other Bay Area DOT recipient shares the blend of transportation planning, analysis, operations, and software and database contracts that are the bulk of MTC contracting opportunities.

(5) Other methods

MTC is not aware of other methods that could be used to make adjustments to the base figure in Step 2.

C. MTC-FHWA – Step 1 Base Figure

The Step 1 base figure was calculated using the following data:

1. DBE Directory and Census Bureau Data:

To determine the number of DBE firms, MTC reviewed the California UCP databases for currently certified DBE firms by NAICS code expertise. The number of firms was narrowed to include firms that are located and/or willing to do business within the 9-bay area county. All of the certified DBE firms in these classifications in the statewide database were considered, in determining the Step 1 Base Figure for DBE availability.

To determine the number of all firms (DBEs and non DBEs) in MTC's local market area that are ready, willing and able to bid on the two contracts, MTC reviewed the Census Bureau's 2002 Economic Census Geographic Area Series for California. These data were utilized because they closely matched the location of the firms that have previously conducted business with MTC. We note that Census Bureau statistics are not broken down by DBE sub-group, which was a requirement of the Ninth Circuit's order in *Western States Paving Co., Inc. v. Washington State Department of Transportation (WSDOT)*.

2. Step 1 Base Figure

Reviewing the sources under the viable methodologies indicated above, the Step 1 Base Figures are included as Attachment A-2.

III. Base Figure Adjustment – Step 2 and Overall Goal

Step 2 of the availability is to examine all evidence available in MTC and MTC SAFE jurisdictions to determine what adjustment, if any, is needed to the base figure to reflect actual DBE availability (Section 26.45(d)).

A. MTC FHWA, MTC FTA, and MTC-SAFE FHWA – Step 2 Adjustments to Base Figure and Overall Availability

MTC has determined that the Census data and UCP DBE database represent a realistic number of contractors that could potentially bid on these contracts.

The Step 2 Base Figure Adjustments results in an Overall Annual DBE Availability as follows:

	Total Federal Funding	Step 1 Base Figure	Step 2 Base Figure Adjustment	Projected DBE Availability	Overall Annual Availability
MTC-FHWA	\$26,140,311	4.78%	None	\$1,273,899	4.78%
MTC/SAFE-FHWA	\$350,000	1.63%	None	\$5,712	1.63%
MTC – FTA	\$1,779,627	1.70%	None	\$30,248	1.70%

IV. RACE-NEUTRAL PROJECTIONS

A. Summary of Race-Neutral Methods of Achieving DBE Participation

The Regulations require that the maximum feasible portion of the DBE overall availability be achieved by using race-neutral means (Section 26.51), and that MTC include a projection of the overall availability of DBE effort to be met through race-neutral means. Race-neutral means making efforts to ensure that bidding and contract requirements facilitate participation by DBEs and other small businesses; unbundling large contracts to make them more accessible to small businesses; encouraging prime contractors to subcontract portions of the work they might otherwise perform themselves; and providing technical assistance, communications programs and other support services to facilitate consideration of DBEs and other small businesses.

B. Race Neutral Methods of Overall Annual Goal Achievement

In the opinion of the U.S. Court of Appeals, Ninth Circuit for the *Western States Paving Co., Inc. v. Washington State Department of Transportation (WSDOT)* case, the court upheld the constitutionality of the DBE regulations, but found that the WSDOT program was not narrowly tailored to groups that have suffered discrimination and was therefore unconstitutional. Without supporting documentation, such as a disparity study, the court deemed that there was not conclusive evidence of discrimination to warrant contract specific goals. The regulations require that a U. S. Department of Transportation (DOT) recipient utilize contract-specific goals, only after it determines either that it cannot meet the overall annual DBE goal otherwise, or that there is documented evidence of a disparity between DBE availability and contracting dollars the recipient receives. Based on this guidance, MTC will utilize race-neutral methods of achieving DBE participation.

MTC will continue to utilize race-neutral methods to facilitate DBE participation by: 1) participating in DBE workshops and outreach efforts, 2) publishing all contracting opportunities on the MTC website (www.mtc.ca.gov), 3) mailing DBE's notices of procurements, 4) advertising as necessary in regional newspapers and publications targeted to minorities and women, 5) actively participating with other agencies in their DBE and minority outreach efforts, and 6) reviewing pending solicitations to determine the feasibility of breaking the proposed contract into smaller scopes of work aimed at providing more opportunities for minority, women, local and small business participation. The DBE Liaison Officer will also assist prospective contractors to identify DBE firms that are ready, willing, and able to subcontract.

V. PUBLIC PARTICIPATION PROCESS

Working in concert with the Alameda County Public Works Agency (ACPWA), and members of the Business Outreach Committee (BOC), a public participation session was held on April 23, 2008 at the Metropolitan Transportation Commission (MTC) offices. The BOC was formed in November 2007, with the mission to help disadvantaged business enterprises and other small and/or local companies to expand of their businesses by developing relationships with transit agency staffs and the contracting community of the San Francisco Bay Area. Its membership is comprised of Alameda-Contra County Transit District (AC Transit), Golden Gate Bridge, Highway & Transportation District (GGBH&TD), MTC, San Francisco Bay Area Rapid Transit District (BART), Central Contra Costa Transit Authority (CCCTA), San Francisco Municipal Transportation Agency (SFMTA), San Mateo County Transit District (SamTrans), Alameda County Congestion Management Agency (ACCMA), Water Emergency Transportation Authority (WETA), and Santa Clara Valley Transportation Authority (VTA). The BOC and the other participating agencies sent 514 invitations to the public participation session to DBEs, minority and women businesses, community organizations, small business resources centers, and DOT grantees.

The session was conducted to obtain pertinent input from businesses and organizations that are most impacted by the Disadvantaged Business Enterprise (DBE) goals established for U.S. Department of Transportation (DOT)-assisted contracts. The session also provided information about the availability of certified and potential DBEs willing and able to compete for DOT-assisted contracts, to discuss their concerns, and perspectives on how DOT recipients might more effectively administer their programs to improve DBE participation. During the public participation session, MTC and other agencies discussed their respective DOT-assisted contracting opportunities projected for FY 2008-2009.

Of the more than 50 individuals who attended the meeting, many emphasized the need for more outreach to the DBE community and the need for notification about upcoming procurement activities. Other issues included:

- The request that agencies closely monitor the performance of prime contractors, to both enforce the prompt payment requirements and ensure that the work committed to DBEs at contract award is actually performed by the DBEs,

- Concern about the inability of DBEs to compete on large projects when no specific contract goals are established,
- The concern about “presumed” pre-selection of favored or preferred firms by agencies prior to the issuance of an IFB or RFP, and
- Difficulty in identifying and establishing a working relationship with the prime contractors bidding on federally funded projects.

Participants were advised that the BOC is currently addressing these issues by holding quarterly events (such as networking sessions, etc.), and issuing a quarterly newsletter with upcoming contracting opportunities, helpful hints on how to respond to bids, information on no-cost educational courses, and contact information for each agencies DBE Liaison and/or Contracts Administrator.

MTC has recently updated its website to include awarded contracts information, information on inclusion in MTC’s vendor database, and the BOC’s quarterly newsletter.

VI. OUTREACH EFFORTS

On December 12, 2007, MTC held a Procurement Workshop and Networking event. Based on feedback received from the attendees, the MTC website was updated to include information on awarded contracts including awardee and contract amount, and a downloadable version of the MTC Consultant Form. MTC plans to host more outreach events on-site.

Additionally, MTC staff participated in Congresswoman Ellen Tauscher’s Small Business Government Contracting Seminars on February 14, 2008 held at the Solano County Government Building in Fairfield, CA, and the April 3, 2008 Cal Mentor Annual Meeting hosted by Caltrans.

VII. NEXT STEPS

MTC working as a BOC member will continue to assist DBE, SBE, and WBE’s to find contracting opportunities. In an effort to achieve this goal the BOC has developed a brochure and a quarterly newsletter that both have information pertinent to DBE, SBE, and WBE firms. MTC takes the lead in producing the newsletter. The brochure, and 1st and 2nd issues of the newsletter are attached as Attachment B.

On July 23, 2008, the BOC will hold a networking event for Architectural and Engineering (A&E) firms. This event will facilitate the introduction to and matchmaking of SBE, DBE and WBE architectural, engineering, and related businesses with prime A&E firms who propose and perform major transportation projects in Northern California.

ATTACHMENT-1
FY 2008-2009 CONTRACTING OPPORTUNITIES

FHWA – FUNDED PROJECTS			
Project	Description	Source	Total \$'s
Bike Trip Planner (Phase 2)	Collect, organize and disseminate bike trip information for bike riders in the Bay Area through 511 [®] /511.org [®] .	FHWA	\$158,000
Technical Support for Web-based Projects	Consulting service to help MTC with its process of building an LRS system for the bay area.	FHWA	\$56,478
Ridesharing Program Operations	A comprehensive program designed to facilitate the use of carpools and vanpools by Bay Area travelers.	FHWA	\$2,700,000
Capital phase II (Design, Build, Maintain)	Capital phase II (Design, Build, Maintain) for the TransLink [®] program.	FHWA	\$2,200,000
Congestion Monitoring	Collect and analyze congestion data on Bay Area freeways	FHWA	\$226,000
ITS Architecture	Information systems architecture.	FHWA	\$313,800
Regional Operations Program Marketing, Web Communications	Marketing and customer communication activities, and maintain and host Agency program Web sites.	FHWA	\$1,374,000
Traveler Information System	Project management, project control, facility leasing, reporting and administrative support for TravInfo [®] .	FHWA	\$5,363,000
P-TAP Projects	Pavement management technical assistance program to assist jurisdictions with implementation & maintenance of an effective management system.	FHWA	\$800,000
TETAP	Traffic Engineering Technical Assistance Program for technical assistance for a broad range of projects aimed at improving safety and mobility along arterials in the Bay Area and promoting collaboration across agency & modal boundaries.	FHWA	\$233,000
Regional Signal Timing Program	Update and implement timing plans for traffic signal systems, and perform before-and-after studies.	FHWA	\$1,054,000
511 [®] Driving Times Retrieval Function for SOS Data	Evaluate ways to improve effectiveness of 511 drive times to use for estimating State of the System point-to-point travel times.	FHWA	\$212,000
Regional HOT Lanes Study, Phase 3	Study High Occupancy Travel (HOT) Lane feasibility and implementation in the San Francisco Bay Area.	FHWA	\$390,000
Corridor Analysis Study	Assistance in evaluating existing performance problems on freeways and major arterials, performing traffic analyses, and developing and assessing short-term and long-term solutions to mitigate traffic congestion on major corridors in the Bay Area.	FHWA	\$500,000
Dublin Center to-to-Center	Upgrade existing centers with current software, bring fiber optic ring into operations, train staff on operations and maintenance, and on-call software maintenance.	FHWA	\$800,000
Ramp Metering ALA/SC	Implement ramp metering on southbound SCL-880, ramp meters at three Alameda County interchanges (Grant Line Road, N. Flynn Road, and Portola Avenue), and design and construction of permanent ramp meters at Grant Line Road and North Flynn Road.	FHWA	\$2,485,033
Transit Priority Measures Study	Evaluate effectiveness of various transit priority measures (e.g. bulbouts, signal pre-emption).	FHWA	\$320,000
Transportation Impact of	Bay Area Household Travel Survey on the impact of Transit	FHWA	\$340,000

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TODs - Bay Area Household Travel Survey	Oriented Development (TOD)		
Transit Accessible Locations Social Service/Health Care & Transit Coordination	Consultant services for the Lifeline project.	FHWA	\$226,000
Climate Protection Campaign Free Transit	Outreach, education, and marketing for the Climate Protection Campaign.	FHWA	\$6,800,000
Climate Change Coordinator	Consultant services to oversee the Climate Protection Campaign Free Transit project.	FHWA	\$125,000
Total FHWA:			\$26,676,311

FHWA MTC-SAFE – FUNDED PROJECTS			
Project	Description	Source	Total \$'s
Performance Monitoring Data Collection	Collect congestion data on Bay Area freeways to report on most congested locations	FHWA	\$250,000
Regional Emergency Management Safety/Security Plan	Development of a Regional Transportation Emergency Operations Plan.	FHWA	\$100,000
Total FHWA MTC-SAFE:			\$350,000

FTA – FUNDED PROJECTS			
Project	Description	Source	Total \$'s
Transit Capital Inventory	Develop a Regional Transit Capital Inventory asset tool.	FTA	\$600,000
Implement Lifeline Program Community Based Plans	Transportation services for the Lifeline project.	FTA	\$1,179,627
Total FTA:			\$1,779,627

**ATTACHMENT A-2
STEP 1 BASE FIGURES**

MTC-FHWA						
Project	NAICS/ Description	Total DBEs	Total All Firms	DBE Relative Availability	Projected Federal \$	Projected DBE \$
Bike Trip Planner (Phase 2)	541512 Computer Systems Design & Related Services	242	5,237	4.62%	\$158,000	\$7,301.13
Technical Support for Web-based Projects	541512 Computer Systems Design & Related Services	242	5,237	4.62%	\$56,478	\$2,609.83
Ridesharing Program Operations	541512 Computer Systems Design & Related Services	242	5,237	4.62%	\$1,620,000	\$74,859.65
Ridesharing Program Operations	54182--Public Relations Agencies	130	1,140	11.40%	\$1,080,000	\$123,157.89
Capital phase II (Design, Build, Maintain)	541512 Computer Systems Design & Related Services	242	5,237	4.62%	\$2,200,000	\$101,661.26
Congestion Monitoring	54161 -- Management Consulting Services	189	11,581	1.63%	\$226,000	\$3,688.28
ITS Architecture	541512 Computer Systems Design & Related Services	242	5,237	4.62%	\$313,800	\$14,500.59
Regional Operations Program Marketing, Web Comm.	541613 Marketing Consulting Services	91	3,284	2.77%	\$1,374,000	\$38,073.69
Traveler Information System	541512 Computer Systems Design & Related Services	242	5,237	4.62%	\$5,363,000	\$247,822.42
P-TAP Projects	54133 Engineering Services	355	7,735	4.59%	\$800,000	\$36,716.22
TETAP	54133 Engineering Services	355	7,735	4.59%	\$233,000	\$10,693.60
RSTP	54133 Engineering Services	355	7,735	4.59%	\$1,054,000	\$48,373.63
511 [®] Driving Times Retrieval Function for SOS Data	541614-Transportation Management Consulting Services	39	588	6.63%	\$212,000	\$14,061.22
Regional HOT Lanes Study, Phase 3	541614-Transportation Management Consulting Services	39	588	6.63%	\$390,000	\$25,867.35
Corridor Analysis Study	541614-Transportation Management Consulting Services	39	588	6.63%	\$500,000	\$33,163.27
Dublin Center to-to-Center	541614-Transportation Management Consulting Services	39	588	6.63%	\$800,000	\$53,061.22
Ramp Metering ALA/SC	541614-Transportation Management Consulting Services	39	588	6.63%	\$2,485,033	\$164,823.62
Transit Priority Measures Study	54161 -- Management Consulting Services	189	11,581	1.63%	\$320,000	\$5,222.35
Transportation Impact of TODs -Bay Area Household Travel Survey	541614-Transportation Management Consulting Services	39	588	6.63%	\$340,000	\$22,551.02
Transit Accessible Locations Social Service/Health Care & Transit Coordination	54161 -- Management Consulting Services	189	11,581	1.63%	\$226,000	\$3,688.28
Climate Protection Campaign Free Transit	541613 Marketing Consulting Services	91	3,284	2.77%	\$6,800,000	\$237,634.41
Climate Change Coordinator	541613 Marketing Consulting Services	91	3,284	2.77%	\$125,000	\$4,368.28
Total Projected FHWA:					\$26,676,311	\$1,273,899.21
Overall Availability:						4.78%

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MTC-SAFE-FHWA						
Project	NAICS/ Description	Total DBEs	Total All Firms	DBE Relative Availability	Projected Federal \$	Projected DBE \$
Performance Monitoring Data Collection	54161 -- Management Consulting Services	189	11,581	1.63%	\$250,000.00	\$4,079.96
Regional Emergency Management Safety/Security Plan	54161 -- Management Consulting Services	189	11,581	1.63%	\$100,000.00	\$1,631.98
Total Projected MTC-SAFE FHWA:					\$350,000	\$5,711.94
Overall Availability:						1.63%

MTC-FTA						
Project	NAICS/ Description	Total DBEs	Total All Firms	DBE Relative Availability	Projected Federal \$	Projected DBE \$
Implement Lifeline Program Community Base Plans	485113--Bus and Other Motor Vehicle Transit Systems	3	173	1.73%	\$1,179,627.30*	\$20,455.96
Transit Capital Inventory	54161 -- Management Consulting Services	189	11,581	1.63%	\$600,000.00	\$9,791.90
Total Projected FTA:					\$1,779,627.30	\$30,247.87
Overall Availability:						1.70%

*15% of JARC funds call for projects and non-profit consultant agreements, this is an estimate of what will go to subcontractors under these projects.

ATTACHMENT B
BOC BROCHURE AND NEWSLETTERS

Who We Are

People you should know at each agency:

Alameda Contra Costa Transit District (AC Transit)

www.actransit.org

DBE Liaison Officer: Lynda McBroom;

lmcbroom@actransit.org;

510-577-8818

Procurement: Lynda McBroom/510-577-8818

Alameda County Congestion Management Agency

www.accma.ca.gov

Contracts Administrator/DBE Liaison Officer:

Liz Brazil; lbrazil@accma.ca.gov; 510-350-2333

Procurement: Liz Brazil/510-350-2333

Bay Area Rapid Transit District (BART) www.bart.gov

DBE Manager: Linda Wells-Grogan; LWellsG@bart.gov;
510 464-6195

Procurement: William Barnes/510-464-6375

Central Contra Costa Transit Authority (CCCTA)

www.cccta.org

Civil Rights Administrator: Janet Madrigal;

madrigal@cccta.org; 925-676-1976

Procurement: Bob Ferguson/925-676-1976;

ferguson@cccta.org

Golden Gate Bridge, Highway & Transportation District (GGBHTD) www.goldengate.org

DBE Liaison Officer: Gail Jackson;

gjackson@goldengate.org;

415-257-4581

Procurement: Bridge/Lori Murray: 415-923-2208

Bus: Nicole Gilardi/415-247-4455

Ferry: Jeff Kellogg/415-925-5583

Administration: Lori Murray: 415-923-2208

Metropolitan Transportation Commission (MTC)

www.mtc.gov

DBE Liaison Officer: Denise Rodrigues;

drodrigues@mtc.ca.gov; (510) 817-5897

Procurement: Denise Rodrigues/510-817-5897

San Francisco Municipal Transportation Agency

(Muni) www.sfmuni.gov

Contract Compliance Officer:

Sheila Evans-Peguese; Sheila.Evans-Peguese@sfmta.com;

415-701-4436

Procurement: Sheila.Evans-Peguese

415-701-4736

San Mateo County Transit District

(SamTrans) www.samtrans.com/RFP

DBE Liaison Officer: Raymond Lee

leer@samtrans.com; 650-508-7939

Procurement: 650-508-6498

Santa Clara Valley Transportation Authority (VTA) www.vta.org

Office of Small Disadvantaged Businesses:

Andy Flores andy.flores@vta.org

(408) 952-4105

Procurement: Pam Sarabia (408) 321-5576

pam.sarabia@vta.org

San Francisco Bay Area Water Emergency Transportation Authority (WETA)

www.watertransit.org

DBE Program Administrator/Community

Relations Manager: Shirley Douglas

douglas@watertransit.org

(415) 364-3191

Procurement/Project Managers:

Terminals: John Sindzinski, 415-364-3182

Vessels: Mare Culhane, 415-364-3193

How We Can Help

BOC members can:

- Explain DBE program goals and needs
- Alert you about upcoming bids/RFPs at individual agencies
- Answer questions about specific bid opportunities
- Offer DBE certification classes for your area
- Provide contact information of prime contractors on specific jobs
- Add your firm to small procurement bidders lists
- Help you locate support services
- Assist DBEs with agency contracts.



Sponsored by DBE Program Staff at San Francisco Bay Area Transit Agencies: ACCMA • AC Transit • BART • CCCTA • GGBHTD • MTC • Muni • SamTrans • VTA • WETA

Doing Business with Bay Area Transit Agencies

The Business Outreach Committee is here to assist Disadvantaged Business Enterprises (DBEs) and other small and/or local companies with expansion of their businesses by developing relationships with transit agency staffs and the contracting community of the San Francisco Bay Area.

DBE programs are required by the U.S. Department of Transportation (DOT). As recipients of DOT funding, transit agencies adopt DBE programs and policies, establish overall annual and contract specific DBE goals, encourage utilization of certified DBE firms, and provide information and assistance to DBEs. Some agencies have also adopted Small and/or Local Business Programs that apply to non-federally funded procurement and contracts.

This brochure contains contact names at each transit agency and ideas on what we can do to help your business expand. Give any of the DBE liaisons listed a phone call or email if you'd like more information or if we can help you navigate the procurement process.

What Is a DBE?

A DBE is defined as a small business concern owned and controlled by disadvantaged individuals. Such individuals could be Black, Asian Indian, Asian Pacific, Hispanic, Native American, and women of any race, and, on a case-by-case basis, any other individual found to be socially and economically disadvantaged. There are business size standards and personal net worth qualifications as well.

All the BOC agencies participate in the California Unified Certification Program (CUCP), which offers "one stop shopping" to companies interested in becoming DBE-certified. A company only has to apply once to become certified by all the participating transit agencies in California.

How to Become a Certified DBE

Follow these easy steps to become certified by a CUCP member agency:

- ❖ Obtain a certification application form from a CUCP member agency or download it from their website, the CUCP website or the Caltrans website.
- ❖ Complete and mail notarized the application form and supporting documents to a CUCP certifying agency **in your region**. Contact the certifying agency listed in the application that is located closest to your primary business location.
- ❖ The CUCP certifying agency will determine whether a firm qualifies for DBE certification after a thorough review of the firm's application, documentation and information obtained from an on-site visit.

- ❖ Again, it is not necessary to apply to more than one CUCP member agency. A DBE certification issued to a firm by one CUCP member will be accepted by all other CUCP member agencies.

*AC Transit, ACCMA, GGBHTD, MTC and WETA are *not* certifying agencies.

Links: General DBE information/certification forms:

<http://www.dot.ca.gov/hq/bep/ucp.htm>
<http://www.californiaucp.com/5.html>

A business owned and operated by socially and economically disadvantaged individual(s) **does not have to be a certified DBE to bid on or be awarded contracts.

How Can We Be of Service to You?

- ☐ Contact me regarding bidding opportunities. (*Note: most outreach notification is via email.*)
- ☐ Share my company information with procurement officers.
- ☐ Organize a DBE certification workshop in my area.
- ☐ _____
- ☐ _____

Name/Title _____

Company Name _____

Address _____

City/State/Zip _____

E-Mail Address _____

Telephone _____

I am a certified DBE ☐ Yes ☐ No

My company is a ☐ Supplier; ☐ Construction Trade; ☐ Consultant;
☐ Manufacturer; ☐ Other, specifically _____

The main focus of my company is (for example, paving contractor, office supply supplier, construction mgmt, etc.) _____

NAICS codes/categories for which my company qualifies (if known) _____

Submit this form via fax 415-257-4555, or email to gjackson@goldengate.org.
Information submitted will be disseminated to the DBE Liaison Officer at each of the
Business Outreach Committee agencies.

- What is the Business Outreach Committee, Pg. 1
- Upcoming Events, Pg. 1
- Upcoming Contracting Opportunities, Pg. 1
- Where to Find Contracting Opportunities, Pg. 1
- Local Assistance Agencies, Pg. 2
- Important Contacts, Pg. 2

Contracting Newsletter



The Business Outreach Committee includes Civil Rights Officers and Contract Administrators from:



The goal of this quarterly newsletter is to assist DBE and SBE firms in doing business with Bay Area Transportation Agencies. It will provide one document that offers:

- Links to agency procurement information
- Agency Contact Information
- Information on upcoming DBE and SBE events

UPCOMING CONTRACTING OPPORTUNITES:

AC		
Window Washing Services	Issue Date: TBD	Est. \$: TBD
Fasteners for the District	Issue Date: TBD	Est. \$: TBD
BART		
Rockridge Station	Issue Date: 5/08	Est. \$: 7-10M
West Oakland Station	Issue Date: 5/08	Est. \$: 11M
North Oakland Aerials	Issue Date: 5/08	Est. \$: 60-70M
West Oakland Aerials	Issue Date: 7/08	Est. \$: 36M
GGBHTD		
Radar & Automatic Identification Sys. For Ferryboats & Installation	Issue Date: TBD	Est. \$: TBD
Larkspur Ferry Terminal Parking & Access Improvements	Issue Date: TBD	Est. \$: TBD
Golden Gate Bridge So. Approach / South Pier Physical Security Improvements	Issue Date: TBD	Est. \$: TBD
San Rafael District Administration Building HVAC Improvements	Issue Date: TBD	Est. \$: TBD
MTC		
Security Services	Issue Date: TBD	Est. \$: TBD
Energy Efficient Lighting	Issue Date: TBD	Est. \$: TBD
SamTrans		
<u>Railroad Engineering, Construction Support & Surveying</u>	Issue Date: TBD	Est. \$: TBD
SFMTA		
Cable Car Propulsion Sys DC Motor Drives	Issue Date: 4/08	Est. \$: 3.6M
Green Facility Roof - Phase II	Issue Date: 4/08	Est. \$: 5.6M
St. Francis Circle Rail Replacement Project	Issue Date: 4/08	Est. \$: 8M
VTA		
Replace Roofs - Guadalupe Facility	Due 4/8/08	Est. \$: 250-425K

UPCOMING EVENTS:

April 23, 2008 CUCP Public Participation Meeting 4-7 pm

MTC, Joseph P. Bort MetroCenter,
101 Eighth Street, Oakland, CA 94607
to RSVP, call Sheila Evans-Peguese at
(415) 701-4436 or
Sheila.Evans-Peguese@sfmta.com

CONGRESSWOMAN ELLEN O. TAUSCHER'S 2008 SMALL BUSINESS GOVERNMENT CONTRACTING SEMINARS In Conjunction With U.S. SMALL BUSINESS ADMINISTRATION, CONTRA COSTA SMALL BUSINESS DEVELOPMENT CENTER, SOLANO COLLEGE SMALL BUSINESS DEVELOPMENT CENTER & THE FEDERAL TECHNOLOGY CENTER

July 8, 2008: Introduction to Federal Contracting, 3-5pm, Walnut Creek City Hall, City Council Chambers,
1666 N Main St., Walnut Creek

July 10, 2008: Introduction to Federal Contracting, 3-5pm, Solano County Gov. Center, Supervisors Chambers,
675 Texas St., Fairfield

To RSVP or for information, please call
(925) 932-8899 or (707) 428-7792

WHERE TO FIND CONTRACTING OPPORTUNITIES:

AC TRANSIT	http://www.actransit.org/purchasing/
BART:	http://www.bart.gov/about/business/contracts.asp
CCCTA:	http://www.cccta.org/wb/
GGBHD:	http://www.goldengate.org/contracts/
MTC:	http://www.mtc.ca.gov/jobs/
SAMTRANS:	http://www.samtrans.com/rfp/pub/
SF MTA:	http://www.sfgov.org/site/oca_index.asp?id=26507
VTA:	http://www.vta.org/procurement/solications/

Local Assistance Agencies

Many resources in the Bay Area provide assistance to disadvantaged and small business owners. Listed below are some of the local agencies that are available to assist you:

- **US Small Business Administration** is an independent agency of the federal government to aid, counsel, assist, and protect the interests of small business concerns. For More information please visit: <http://www.sba.gov/localresources/district/ca/sf/index.html>
- The **East Bay Small Business Development Center** provides tools and expertise to business owners interested in accelerating the success of their ventures. For More information please visit: <http://www.eastbaysbdc.org/>
- The **10th Congressional District Small Business Advisory Committee**. For more information please visit: <http://www.house.gov/tauscher/Press2005/06-27-05-02.htm>
- **US Small Business Administration** Small Business Answer Desk 1-800-U-ASK-SBA or San Francisco District Office (415) 744-6820. For more information please visit: www.sba.gov/ca/sf
- **SCORE** provides counseling to small businesses. For more information please visit: www.eastbaySCORE.org
- **Federal Technology Center** For more information please visit: www.theftc.org
- **Northern Cal. Minority Business Enterprise Center** is funded by the MBDATM. For more information please visit: www.norcalmbec.com
- The **San Francisco Small Business Development Center** assists entrepreneurs with launching, expanding, and/or strengthening their businesses. For more information please visit: <http://www.sfsbdc.org/>
- The **Silicon Valley Small Business Development Center** is dedicated to the success of small businesses and "business ready" entrepreneurs in the Greater Silicon Valley including Santa Clara County and Southern San Mateo County. For more information please visit: www.siliconvalley-sbdc.org
- The **Women's Initiative** is a one-stop shop where high-potential, lower-income women can receive training to start and grow their business. The Women's Initiative has offices located throughout the Bay Area. For more information please visit: <http://www.womensinitiative.org/index.htm>
- The **Renaissance Entrepreneurship Center** is located in San Francisco and offers a wide range of services including training and financial resources. For more information please visit: www.rencenter.org
- **Anew America** promotes long-term economic empowerment of new Americans and encourages their full participation in the political, social, and cultural growth of America. For more information please visit: www.anewamerica.org
- The **Technology Advisory Program** provides technology solutions to business owners from Silicon Valley and the San Francisco Bay Area. TAP offers **free and low cost** consulting, training and tools to businesses in the Bay Area. For more information please visit: <http://www.sbdctap.com/>
- **Small Business Development Centers Solano**. For more information please visit: www.solanosbdc.org or for Contra Costa www.contracostameansbusiness.com

Agency Contacts

AC Transit: Lynda McBroom
DBE Liaison Officer
510-577-8818 or
lmcbroom@actransit.org

BART: Linda Wells-Grogan
DBE Program Manager
Office of Civil Rights
(510) 464-6195 or lwells@bart.gov

CCCTA: Janet Madrigal
Civil Rights Administrator
925-676-1976
or madrigal@cccta.org

GGBHTD: Gail Jackson
DBE Program Administrator
(415) 257-4581 or
gjackson@goldengate.org

MTC: Denise Rodrigues
Contract Administrator
(510) 817-5897
or drodri@mtc.ca.gov

SamTrans: Raymond Lee
DBE Officer
650-508-7939
or leer@samtrans.com

SFMTA: Sheila Evans-Peguese
Contract Compliance Officer
415-701-4436 or sheila.evans-peguese@sfmta.com

VTA: Hayden Lee
DBE/SBE Consultant
408-321-5574
or hayden.lee@vta.org

*If you have any questions, or would like a more extensive listing of local assistance agencies, please contact: Denise Rodrigues at outreach@mtc.ca.gov or 510-817-5897.

We need your help to make sure that this newsletter brings you the information you want. Please send any suggestions or requests to improve the newsletter content to: outreach@mtc.ca.gov



Business Outreach Committee Contracting Newsletter #2, June 2008



UPCOMING CONTRACTING OPPORTUNITIES:

BART

Construction of BART Earthquake Safety Program Rockridge Station	Issue Date: 6/08	Est. \$: TBD
Demolition and Installation of Street Level Elevator Enclosures at Civic Center, Embarcadero, Montgomery St. & Powell St. Stations	Issue Date: 6/08	Est. \$: TBD
On-Site Calibration & Repair Services on Mechanical Tools & Measuring Devices	Issue Date: 6/08	Est. \$: TBD
Cleaning and Repair of Transit Vehicle Passenger Seat Covers with Assemblies	Issue Date: 6/08	Est. \$: TBD

CCCTA

Design & Installation of Access Control Systems	Issue Date: 10/08	Est. \$: TBD
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GGBHTD

Environmental Studies and Design for Moveable Median Barrier on Golden Gate Bridge	Issue Date: 7/08	Est. \$2M
Larkspur Ferry Terminal Parking Garage A&E	Issue Date: 8/08	Est. \$1.8M
Golden Gate Bridge South Approach & South Pier Physical Security Improvements	Issue Date: 12/08	Est. \$4.25M

MTC

Publication Printing Services	Issue Date: 7/08	Est. \$: TBD
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SAM TRANS

Railroad Engineering, Construction Support & Surveying	Issue Date: TBD	Est. \$: TBD
Typesetting and Printing of Tickets	Issue Date: TBD	Est. \$: TBD
IFB For HVAC Preventative Maintenance & As-Needed	Issue Date: 6/08	Est. \$: TBD
Travel Training for Adults with Developmental Disabilities	Issue Date: TBD	Est. \$: TBD

SFMTA

Capital Asset Management Program for Off-Street Parking Facility	Issue Date: 7/08	Est. \$: TBD
Green Facility Roof-Phase II	Issue Date: 8/08	Est. \$5.6M
Misc. Rail Replacement	Issue Date: 10/08	Est. \$6M
Project Control Services & System for Central Subway	Issue Date: 10/08	Est. \$: TBD

VTA

Chaboya Bus Wash Replacement	Issue Date: TBD	Est. \$0.8M
Light Rail Public Address System	Issue Date: TBD	Est. \$1.1M
Bus Farebox Replacement	Issue Date: TBD	Est. \$: TBD
State Route 87 Landscaping	Issue Date: TBD	Est. \$: TBD

WETA

So SF Ferry Terminal, Demolition & Dredging	Issue Date: Summer 08	Est. \$1.9M
So SF Ferry Terminal, Construction of Viewing Terrace & Pier	Issue Date: Summer 08	Est. \$6.8M
So SF Ferry Terminal, Construction of Gangway & Float	Issue Date: Summer 08	Est. \$9.5M

*All Dates subject to change.

BOC EVENTS & INFORMATION

On April 23rd the BOC held its 1st public participation meeting.

The event was a huge success with over fifty attendees. The BOC is working to provide assistance with the issues raised by the meeting participants.

If you were unable to attend the meeting, but have an issue that you would like the BOC to look into or provide information on in this newsletter, please e-mail outreach@mtc.ca.gov

WELCOME TO NEW MEMBERS:

The BOC is pleased to announce the addition of the Alameda County Congestion Management Agency (ACCMA)



And the Water Emergency Transportation Authority (WETA)



WHERE TO FIND CONTRACTING OPPORTUNITIES:

ACCMA:	http://www.accma.ca.gov/pages/RFPsRFQsPresent.aspx
AC TRANSIT:	http://www.actransit.org/purchasing/
BART:	http://www.bart.gov/about/business/contracts.asp
CCCTA:	http://www.cccta.org/wb/
GGBHTD:	http://www.goldengate.org/contracts/
MTC:	http://www.mtc.ca.gov/jobs/
SAMTRANS:	http://www.samtrans.com/rfp/pub/
SF MTA:	http://www.sfgov.org/site/oca_index.asp?id=26507
VTA:	http://www.vta.org/procurement/solications/
WETA:	http://www.watertransit.org/contract_oop.aspx

FREE CLASSES

Getting Started in Government Contracting
Description: The certification qualifications, benefits and application websites for the following federal and state certifications.

August 5, 2008 - 1:00 pm to 4:00 pm
[Cal State East Bay Small Business Development Center \(SBDC\)](#)
 1000 Broadway, Suite 109
 Oakland, CA 94612

E-Commerce for Government Contracting
Description: Introductory course that discusses the initial steps vendors must take to conduct e-commerce with the government.

August 14, 2008 - 9:00 am to 12:00 pm
[Alameda County Public Works Agency](#)
 951 Turner Court
 Hayward, CA 94545

Government Subcontracting
Description: Basics for prime contractors who are managing subcontracts and subcontractors working with primes or managing other subcontractors.

September 9, 2008 - 1:00 pm to 4:00 pm
[Silicon Valley Small Business Development Center \(SBDC\)](#)
 84 W. Santa Clara Street, Suite 100
 San Jose, CA 95113

Register online at www.TheFTC.org or call 866-382-7822.

UPCOMING EVENTS

CONGRESSWOMAN

ELLEN O. TAUSCHER'S 2008 SMALL BUSINESS GOVERNMENT CONTRACTING SEMINARS In Conjunction With U.S.

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 To RSVP or for information, please call (925) 932-8899 or (707) 428-7792

TIPS FOR RESPONDING TO BIDS

Each participating BOC agency has different bid formats, and each type of solicitation (construction, professional services, etc.) has different requirements. This can make it difficult for companies, because what constitutes a responsive bid may vary greatly. Key things that potential bidders should always review regardless of agency or type are:

- **Bid Due Date**
 This is critical. Due dates are absolute. If an agency does not receive your bid by the date and time listed, it will not be eligible for consideration.
- **Minimum Qualifications**
 If your company doesn't meet the minimum qualifications, if you submit a bid, it will not be considered responsive. Companies that don't meet the minimum qualifications, are NOT precluded from performing as subcontractors.
- **Point of Contact (POC)**
 Always feel free to call the POC with questions. The POC is your resource for questions, such as: Who are the primes bidding on this project, are there any sub-contracting opportunities? The POC can also help you with any other questions you may have about your bid submission.
- **Required Proposal Content**
 This section will identify those things your company must provide in its proposal to be deemed responsive. Be careful when reviewing this section. Always double check your bid to be sure you've submitted all the required items. If you forget to submit required information, you run the risk of having your bid being found non-responsive.
- **Scope of Work**
 This section describes the type of service or supply for which the agency is seeking to issue a contract.
- **Insurance/Bonding Requirements**
 This section will inform you of the required insurance and bonds your company must submit in order to have your bid considered responsive.

AGENCY CONTACTS

ACCMA: Liz Brazil
 Contracts Administrator
 (510) 350-2333 lbrazil@accma.ca.gov

AC Transit: Lynda McBroom
 DBE Liaison Officer
 510-577-8818 or
lmcbroom@actransit.org

BART: Linda Wells-Grogan
 DBE Program Manager
 Office of Civil Rights
 (510) 464-6195 or lwellsq@bart.gov

CCCTA: Janet Madrigal
 Civil Rights Administrator
 925-676-1976 or madrigal@cccta.org

GGBHTD: Gail Jackson
 DBE Program Administrator
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gjackson@goldengate.org

MTC: Denise Rodrigues
 Contract Administrator
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SamTrans: Raymond Lee
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 or leer@samtrans.com

SFMTA: Sheila Evans-Peguese
 Contract Compliance Officer
 415-701-4436 or sheila.evans-peguese@sfmta.com

VTA: Hayden Lee
 DBE/SBE Consultant
 408-321-5574 or hayden.lee@vta.org

WETA: Shirley Douglas
 Community Relations Manager
 415-364-3191 or
douglas@watertransit.org

CALTRANS CALMENTOR PROGRAM

Caltrans, District 4 has implemented a small business Architectural & Engineering (A&E) mentor-protégé program, also known as "[Calmentor](#)." In promoting partnership with the private consulting industry, Calmentor supports the participation of certified SBE, DBE, and DVBE firms in District 4 A&E contracts. For more information, please visit: www.dot.ca.gov/dist4/calmentor/

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